Utah Career and Technical Education Program Approval Standards

Perkins Administration

EVALUATION DOCUMENT

This document was developed to assist in evaluating Career and Technical Education Programs throughout the state. Quality CTE programs are those which meet program standards based on the quality indicators provided. The goal of the evaluation process is to assist in improving programs. Documentation for each standard must be available upon request, where appropriate.

This document is to be used as the basis for the following processes:

1)   Program self-evaluation, improvement, goal setting, and long-range planning
2)   On-site Reviews/Visits

CTE Directors are to determine ratings for the following quality indicators. Programs with identified deficiencies will be asked to develop a Perkins Program Improvement Plan.

Recipient Name _____Date _____

Achievement Rating

1 = MAJOR improvement needed	**2** = MINOR improvement needed	**3** = GOOD	**4** = SUPERIOR

Using the Achievement Ratings listed above, circle the number that best describes the degree to which your school meets the quality indicators for the program standards which follow.

Perkins Financial & Grant Management

STANDARD 1	A financial & grant management system is in place to ensure proper expenditure of Perkins funds	
QUALITY INDICATORS		Rating
1.1	Transaction records are in place to verify grant year; category (formula, leadership, corrections, reserve, etc.), amount, date, and purpose of each expenditure against grant; reimbursements requested and received.	1 2 3 4
1.2	Procedures are in place to assure that Perkins funds are expended only for allowable activities and services as explained in OMB Circulars A-87 (Secondary), or A-21 (Postsecondary).	1 2 3 4
1.3	Procedures are in place to assure that Perkins funds are expended according to the financial plan in the approved application, or to address specific performance issues identified in continuous improvement plan.	1 2 3 4
1.4	CTE Director has sufficient authority to control how Perkins funds are expended.	1 2 3 4
1.5	Grant budgets match grant awards.	1 2 3 4
1.6	Requests for reimbursement are signed by CTE Director with full knowledge of expenditures indicated.	1 2 3 4
1.7	Grant accountability reports are submitted with final request for reimbursement. Final requests for reimbursement and accountability report are submitted within 90 days of grant completion.	1 2 3 4
1.8	Procedures are in place to assure that Perkins funds are used to supplement and not supplant.	1 2 3 4
1.9	An inventory of equipment is maintained and property tags are placed on equipment.	1 2 3 4
1.10	Internal controls exist to monitor sub-recipient award compliance and reporting.	1 2 3 4
Additional Information and/or Comments:		

Recipient Name _____Date _____

Perkins Accountability

STANDARD 2	Accurate and complete performance data are used to develop and implement continuous improvement

QUALITY INDICATORS	Rating
2.1 The student information system is capable of providing data elements required for Perkins reporting.	1 2 3 4
2.2 Data reported to state are complete, accurate, and timely.	1 2 3 4
2.3 CTE Director assures that CTE data fields are populated correctly.	1 2 3 4
2.4 CTE Director participates in annual Perkins Performance/Data Quality meetings.	1 2 3 4
2.5 A continuous improvement plan based on performance data is in place.	1 2 3 4
2.6 The continuous improvement plan addresses performance in relation to prior year or trend results and state adjusted performance levels.	1 2 3 4
2.7 CTE Director has sufficient authority and flexibility to use Perkins funding to address specific performance issues identified in continuous improvement plan. Sufficient formula funds are available to address performance issues.	1 2 3 4
2.8 Social Security Numbers are included for Senior Concentrators (Secondary), or Completers (Postsecondary).	1 2 3 4
Additional Information and/or Comments:	

On-Site Utah CTE Program Evaluation Report

Recipient: _____

Date

Program Area: **Perkins Administration**
State Specialist: **Marvin Johnson**
Phone: **(801) 538-7843**
Email: **Marv.johnson@schools.utah.gov**

Commendations:

1.

2.

3.

Needed Improvements (including deadline for completion):

1.

2.

3.

* Programs with needed improvements will be asked to develop a CTE Program Improvement Plan.

Other Suggestions:

1.

2.

3.